

## Submitting a Proposal

Prospective applicants are strongly encouraged to discuss their grant request with Community Foundation staff **before** beginning the application process. Please telephone the Foundation (260-665-6656) for assistance or to arrange an appointment.

The following guidelines are designed to furnish you, the grant seeker, with the information necessary to apply for a SCCF grant. These guidelines are not a guaranteed prescription for success in obtaining a grant. Each proposal is evaluated on: (1) its potential value to the Steuben County community; (2) the amount of available funds; (3) the quality of planning, leadership, support and vision expressed in the application; and (4) the planned measurement of outcomes.

During the review process, Foundation staff may contact you for additional information or to arrange a meeting. Organizations applying for funding are required to use the attached proposal form. Please submit one copy of the application and the requested attachments.

## Policy

It is the Policy of the Community Foundation to operate without discrimination as to age, race, color, religion, sex, national origin, ancestry, or disability in the overall administration of the Community Foundation and in the consideration of grant requests.

*The Foundation acts as the leader of the philanthropic community, identifying and exploring important needs and concerns, addressing serious problems, and shaping effective responses.*

## Proposal Guidelines

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### Grant Making Priorities

The Foundation encourages projects that:

- address priority community concerns,
- encourage more effective use of community resources,
- test or demonstrate new approaches and techniques in the solution of community problems,
- are intended to strengthen the management capabilities of agencies, and/or
- promote volunteer participation and citizen involvement in community affairs.

### Grant Objectives

In order to serve this community, the SCCF has identified several broad categories in which needs exist and in which grant requests are encouraged. The SCCF is particularly interested in ideas that shed new light on Steuben County's needs and aspirations, with emphasis on providing long-term solutions.

Categories include

- (1) Arts & Culture, (2) Education, (3) Health, (4) Environment, (5) Human Services, (6) Recreation, (7) Community Development.

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**NOTE: The areas listed are grant making guidelines based on the Foundation's criteria. Proposals made to SCCF are not limited to these areas and grant seekers are encouraged to respond to emerging Community needs.**

*We place low priority on projects where SCCF is the sole funder.*

## The Review Process

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Grants are reviewed by the Grants Committee six times a year—January, March, May, July, September and November. Proposals must be received at the Foundation office no later than 4:30 pm on the last working day of the month prior to grant cycles. Grant requests may be submitted at any-time, but applicants are encouraged to submit proposals well in advance of the due date.

The staff will first review a proposal for completeness and its fit to general guidelines. It is then forwarded to the Grants Committee for their independent review. Each member evaluates all proposals

against Foundation criteria. The committee convenes to make funding decisions.

The Grants Committee carries recommendations to the full Board of Directors for consideration. The final decision is made by the SCCF Board.

Applicants will be notified of grant award or denial by letter after the Foundation’s Board of Directors’ meeting.

An unsuccessful application does not reflect the worthiness of a particular project.

Remember “no” doesn’t have to mean “never.”

## Obligations

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If approved, each grant recipient must sign an agreement that includes the following obligations:

- \* Public acknowledgement of the Foundation’s support.
- \* Expenditure of the monies in one year for purposes stated in the proposal.
- \* Return of any unused portion of the grant.
- \* Completion of an evaluation report.
- \* Any special conditions as mutually agreed.

## Evaluating Projects

The Steuben County Community Foundation is interested in the impact of its grant making to area non-profit organizations and the community. All grant recipients are required to provide the Foundation with a progress report within 45 days after fully spending the Foundation’s grant, but no later than one year after the date the grant was approved. A report form will be given to all grant recipients. Reports should detail how dollars were expended and what the project achieved. Thorough answers are appreciated. Failure to return evaluation prohibits organization from receiving future grants from SCCF.

## Publicity

The SCCF generally issues a press release about grants immediately after the awards are announced. Agencies are also asked to provide their own publicity after receiving a grant. The Foundation would appreciate mention of any grant award in the organization’s publicity efforts. Upon request, Foundation staff can offer assistance in this area.

The SCCF appreciates photographs of funded projects to use in its publications.

## What we do not fund

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SCCF typically does not make grants for

- Annual campaigns
- Fundraising
- Private schools
- Religious/Sectarian causes
- Political activities
- Advertising
- Loans
- Travel
- Projects outside our area
- General operating/administrative expenses
- Individuals
- Debt reductions.

Applications generated from outside the County are generally not eligible.

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**The Foundation acts as the leader of the philanthropic community, identifying and exploring important needs and concerns, addressing serious problems, and shaping effective responses. We are proud to be a partner with the many charitable organizations that help make Steuben County a great place to live.**